April 24, 2012 – Elementary Media Tech Proposed Agenda – Draft 1

1. Library Media Techs
   1. Access Levels – Alan and Jason
      1. Discussion
         1. Define
            1. Access Level
            2. Patron Type
            3. Patron
      2. Use of Help Desk - Jason
         1. Creating a ticket
   2. Cataloging – Alan and Jason
      1. Textbook Manager
         1. What we are trying to do here
      2. Library Manager
         1. What is happening here --- as of this year
   3. End of the Year Closing – Kiyo Nagatomi
      1. Procedures and Expectations
      2. Consumables
      3. Class Sets
2. Computer Media Techs
   1. Developing a Matrix of Best Practices for Different computer programs for Math and Reading – Kiyo, Toni Wilson and Erica Hawkes
   2. Big Brains Times Attack – Kamy Tse Wong and Kiyo Nagatomi
      1. Feedback on how this is going at your sites
      2. Troubleshooting tips
   3. Help Desk – Kamy Tse Wong
      1. How to create tickets
      2. When to use
      3. How are you using it at your site
   4. Papercut – Alan Simsovic
      1. Tips and Tricks from your site
      2. How are you using it at your site
      3. Concerns

Future Agenda Items

1. Titlewise and Titlewave – Ken Krug
2. Reading Software
3. Tech Skill Levels – Expectations and Articulation between sites.